



CITY OF AKRON, OHIO
POLICE DIVISION
MICHAEL T. MATULAVICH, CHIEF OF POLICE

NUMBER P-2008-018	EFFECTIVE DATE November 24, 2008	RESCINDS
SUBJECT In-Car Video System (IVS) Procedure		ISSUING AUTHORITY Chief Michael T. Matulavich

I. POLICY

Officers will use the in-car video system (IVS) to record visual and audio evidence while in contact with citizens. The IVS is valuable for documenting evidence of criminal activity, identifying training needs, evaluating officer performance, and protecting officers from false allegations.

II. PROCEDURE

A. GENERAL INFORMATION

1. IVS will be installed in department owned vehicles based on availability of equipment and upon the recommendation of the Deputy Chief of the Uniform Subdivision.
2. No officer shall be permitted to use the IVS prior to receiving training on how to operate the system.
3. No officer shall use the IVS unless acting in the performance of his duties.
4. Officers are encouraged to narrate the video recording during the incident. This will assist in establishing probable cause for enforcement action and assist in report writing.
5. Upon conclusion of the incident being recorded, officers should record a short statement indicating that the incident has been completed.
6. Officers shall document in the narrative on all reports and citations that footage of the event was recorded by the IVS. The notation shall be a capital letter "V."
7. Inspections shall be conducted at the beginning and end of each shift by the officer driving the vehicle equipped with an IVS. Malfunctions shall be reported to the officer's supervisor.
8. Officers are prohibited from tampering with the video equipment. This includes disabling the system, disconnecting video cables, removing batteries from the microphone, misaligning the camera direction, etc.

9. When the IVS is in operation officers must turn off the AM/FM radio.
10. Video and audio footage shall be treated as evidence. Any alteration or destruction will result in disciplinary actions and/or criminal prosecution.
11. Each IVS will be programmed to automatically engage when the emergency lights are activated. The IVS can also be manually activated.
12. Officers shall inform subjects that they are being recorded visually and audibly if asked.
13. Officers shall not deactivate the IVS for anyone other than a supervisor.
14. Video and audio evidence generated from the system shall remain property of the Akron Police Department and shall not be duplicated or released outside of the department without proper authorization.
15. Desired video and audio footage shall be transferred to a DVD and maintained in the Crime Scene Unit. Evidence of a criminal nature must also be entered into the EFP system.
16. When an event is recorded that may be valuable as a training aid, it shall be copied and forwarded to the Training Commander.
17. Recorded footage may be reviewed by the Field Training Officer and supervisor to assist with evaluating new officers.
18. Footage may be edited with the authorization of a Deputy Chief to protect anonymity of an informant, LEADS information, other confidential source information, or officer safety concerns.
19. Footage that has not been previously copied to DVD cannot be reviewed after the hard drive loop period.
20. If an officer is aware that the IVS is not operating properly he shall inform his supervisor.

B. IVS SHALL BE ACTIVATED DURING THE FOLLOWING TYPES OF EVENTS

1. Pursuits – Until police action has concluded or the pursuit has been terminated.
2. Emergency responses – Until police action has concluded or the emergency response has been cancelled.

3. In-the-field sobriety tests – Until a sobriety test is completed and the subject is placed in a prisoner wagon or until the subject is transported and removed from a police vehicle at the station or hospital. A copy of the footage shall be submitted along with the OVI package for evidence.
4. Field interviews, interrogations, and presumptive tests – Until the subject is released or transported away from the scene.
5. All traffic stops and motorist assists – Until the citizen's vehicle reenters the roadway or the officer clears the scene.
6. Abandoned vehicles – Until the abandoned vehicle is towed onto or otherwise re-enters the roadway or the officer clears the scene.
7. Crash scenes – Until police action has concluded.
8. Arrests – Until the prisoner is placed in the prisoner wagon and transported from the scene.
9. Officer discretion – Any event deemed to be significant enough to be recorded by the operating officer. During multiple events or contacts officers will use their discretion to decide which event or contact to record.
10. Audio recording - Shall be conducted when the IVS is activated. At no time shall the audio portion of the recording be turned off during enforcement activities.
11. Vehicle searches including searches by K-9.
12. When placing any civilian in the back seat of a police vehicle the camera shall be turned to face the individual for recording purposes, with the exception of a civilian observer. The microphone must also remain activated.

C. HARD DRIVES

1. Hard drives will be labeled with their respective car numbers. One hard drive will be secured in each car's IVS. The second hard drive will be secured in the IVS storage locker located in the Traffic Bureau.
2. Spare hard drives will also be stored in the IVS storage locker. The spare hard drives will be used when a hard drive is damaged.
3. A supervisor shall be responsible for replacing full hard drives with formatted hard drives from the IVS storage locker.
4. When footage is captured by IVS that is of value, a supervisor shall be responsible for removing the hard drive from the vehicle and transporting it to the Traffic Bureau.

5. The supervisor will copy the footage from the hard drive to a DVD and return the hard drive to the vehicle after the footage has been copied.
6. When requests for footage on a hard drive currently being stored in the IVS storage locker are received, the Traffic Bureau desk officer will be responsible for copying requested footage to a DVD.
7. Each police vehicle equipped with an IVS shall have its own individual IVS log. The logs will be stored with the hard drives in the IVS storage locker. Each time the hard drive is installed or removed from the vehicle it must be logged to track the changes.

D. LABELING AND SUBMISSION OF DVDs

1. Footage transferred to DVD shall be marked "original" and stored in CSU.
2. All DVDs held for evidentiary purposes shall be labeled in compliance with the evidence procedure and entered into the EFP System with CSU listed as the final storage destination.
3. All subsequent DVDs shall be marked "copy."

E. COMPLAINTS, RESISTING ARRESTS AND USE OF FORCE

1. After receipt of a complaint, the investigating supervisor shall review the footage if it is available.
2. The footage shall be copied to two separate DVDs. One shall be labeled "original" and forwarded to CSU and the second shall be labeled "copy" and filed with the package.
3. A notation shall be included in the investigation that footage of the alleged act was reviewed and copied by the investigating supervisor.

F. DISTRIBUTION OF FOOTAGE TO NON-LAW ENFORCEMENT AGENCIES

1. All requests for footage must be forwarded to the Record Room or Police Information Officer.
2. All requests for footage must be made within the hard drive loop period, unless previously copied.
3. Only copies of the original DVD will be released. If no original DVD exists, one will be made, labeled as "original" and kept in CSU.
4. Officer involved in requested footage will be notified of such request.

G. POLICE VEHICLES INVOLVED IN ACCIDENTS

1. When a police vehicle equipped with an IVS is involved in a traffic crash, it shall be the responsibility of that officer's supervisor to copy the footage of the crash to a DVD. The footage should also include 30 seconds prior to the accident.
2. The DVDs will be forwarded to CSU.

By Order Of,

Michael T. Matulavich
Michael T. Matulavich
Chief of Police

Date November 18, 2008